



DEPARTMENT OF THE NAVY

COMMANDER
NAVY REGION, MID-ATLANTIC
6506 HAMPTON BLVD.
NORFOLK, VA 23508-1273

IN REPLY REFER TO:

COMNAVREGMIDLANT
(PM) INST 5218.1
PM Supply/Logistics

02 MAY 2000

COMNAVREG MIDLANT (PROGRAM MANAGER) INSTRUCTION 5218.1

Subj: INTER-AREA OFFICIAL MATERIAL MESSENGER SERVICE

Ref: (a) COMNAVREGMIDLANT (PM) INST 5218.2

Encl: (1) Distribution Route #2 RNMC NORFOLK
(2) Distribution Route #3 RNMC FLT SERVICES
(3) Distribution Route #3B FISC NORFOLK
(4) Distribution Route #4 LANTFLT HEDSUPPACT
(5) Distribution Route #7A RNMC BRANCH LITTLE CREEK
(6) Distribution Route #7B RNMC BRANCH OCEANA
(7) Distribution Route #7C RNMC BRANCH DAM NECK
(8) Distribution Route #7D CAMP PENDLETON
(9) Distribution Route #8A NAVMEDCEN PORTSMOUTH
(10) Distribution Route #8B RNMC BRANCH NAVSHIPYD
(11) Distribution Route #8C LAFAYETTE RIVER
(12) Distribution Route #9A RNMC BRANCH YORKTOWN
(13) Distribution Route #9B RNMC BRANCH CHEATHAM
(14) Distribution Route #10 NAVSECGRUACT NORTHWEST
(15) Messenger Envelope Addressing

1. Purpose. To publish an instruction governing the use of the Navy Inter Area Official Material/Mail Messenger Service.

2. Cancellation. COMNAVBASENORVAINST 5218.1E

3. Background. The need to curtail ever increasing costs, for the distribution of official material Navy-wide, has necessitated the development of an Inter-Area Messenger System to insure the timely dispatch and receipt of official material within the Hampton Roads Navy Concentration Area (NCA). Approximately 65 percent of all non-parcel official material, destined for area activities, is received in a consolidated format. Distribution of this material, accurately and timely, is of utmost importance. Due to the ever-increasing amount of official material received in a consolidated format, all activities must be provided a servicing facility to insure the capability of proper distribution. This same system allows material originated within the local area and aboard homeported ships while in port, to be distributed without payment of charges to a third party carrier. The Regional Navy Mail Center (RNMC) provides an interlocking network of messenger service, and sites capable of servicing the approximately 400 local area commands, detachments, offices, and ships. Enclosures (1) through (14) detail the activities serviced by each messenger route.

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4. Applicability. The Inter-Area Messenger Systems is available to all serviced Navy shore commands, afloat staffs, squadrons, ships, and other government agencies within the Hampton Roads area. Service is provided on a daily basis, Monday through Friday, excluding Federal Holidays. Messenger service commences from the RNMC office located at Naval Station (NAVSTA), Norfolk between the hours of 0830/0900, and all messengers return to the NAVSTA office by 1200 daily.

5. Procedures for use of the RNMC Inter-Area Messengers Service are as follows:

a. Material allowed: Any material that could legally be sent through the U.S. Mail, United Parcel or Federal Express, may be distributed via the Inter-Area Messenger Service. Hazardous material and unpacked items will not be accepted. Parcels weighing up to 70 pounds are acceptable. Parcels exceeding 70 pounds may be moved with prior coordination between the originator and the RNMC.

b. Preparation: The some general requirements for packing and addressing that are applicable for dispatching via the U.S. Postal Service (USPS) or other third party carrier apply to material distributed via the Inter-Area Messenger Service. The following exceptions are allowed.

(1) U.S. Government Messenger (Guard Mail) Envelopes: These envelopes may be used to dispatch material to all commands and/or offices served by the RNMC. The following guidelines must be followed to insure prompt and accurate delivery.

(a) The full name or recognizable standard short title of the command or detachment must be hand printed on the envelope, or typed on a gummed white label, and then placed on the envelope. Additional information such as office code, persons name, department may be included along with the Command name. RNMC does not deliver material/mail to persons names, code number or building numbers. All material must have a command name included in the address block.

(b) In the stop block of the messenger envelope, insert the messenger route number as shown in enclosures (1) through (14). See enclosure (15) for examples on addressing government messenger envelopes.

(2) Regular Government Envelopes. Any regular government envelope may be used to distribute material via the Inter-Area Messenger Service, addressing and marking of these envelopes may be done as follows.

(a) A full destination and return address may be used and either typed directly on the envelope or typed on a gummed label and placed on the envelope.

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(b) The Command official short title and messenger route number may be hand printed on the envelope or typed on a gummed label and placed on the envelope.

(3) Parcels and larger packages. The same addressing and packaging requirements that apply to regular envelopes are applicable to parcels and larger packages.

(4) Flyers, Newsletters, Plan of the Day, etc. This type of material may be entered into the system without being placed in envelopes under the following guidelines:

(a) A label containing the full name or official short title of the command to which the material is to be delivered is prominently displayed on the front of the article. If multiple copies are intended for a single address they must be bundled together with the address label attached to the top copy.

(b) The route numbers for all activities, available in enclosures (1) through (14), should be typed or hand printed directly to the right of command address.

(5) Accountable Material. Accountable material, including classified (Secret and Confidential) will be distributed via the Inter-Area Messenger Service. Specifics are as follows:

(a) Secret: Must be prepared in accordance with all existing security and mailing requirements. A continuous chain of receipts from originator to destination will be maintained by the RNMC. This system will utilize the regular registered mail accountability, and records will be maintained for a full two years.

(b) Confidential: Must be prepared in accordance with all existing security and mailing requirements. Confidential material is mailed as regular first class/priority mail within the Continental U.S. RNMC will maintain no receipt system for material treated as regular first class mail.

(c) Other: RNMC has developed its own receipt system to be used when the originator needs proof of delivery within the Inter-Area Messenger Service. This receipt, and instruction on its use, may be obtained from your servicing RNMC office.

6. Reference (a) is the COMNAVREG MIDLANT Official Mail Cost Control Program (OMCCP) instruction and contains additional information concerning official material/mail handling procedures.

7. Action

a. Addressee will insure that all personnel who originate, handle, or process official material have knowledge of and comply with policy and procedures contained in this instruction and reference (a). Addressees will ensure that copies of this instruction are

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distributed to all departments and divisions. Additional copies may be requested from FISC Norfolk (Code 308).

b. Any additions, deletions, or corrections to this instruction will be forwarded to FISC Norfolk (Code 308).


W.L. DILLINGER
Chief of Staff

Distribution: (COMNAVREGMIDLANT/SOPA(ADMIN)HAMPINST 5216.2X)
List X

Copy to:
CINCLANTFLT (N41)
COMNAVSUPSYSCOM (SUP54A)
(500 copies)

Stocked by: FISC Norfolk (CODE 308)
COMNAVREG MIDLANT (N1023)

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ROUTE #2
LIST OF ACTIVITIESACTIVITIES SERVICEDDISTRIBUTION
SHORT TITLE/ROUTE

| | |
|--|------------------------------|
| Addictions Rehabilitation Dept | ARD NORFOLK #2 |
| AEGIS Training & Readiness Center | AEGIS TRAREDCTR/#2 |
| Afloat Training Group Atlantic | AFLOATRAGRULANT/#2 |
| Afloat Training Group Combat Systems Training | AFLOATRAGRULANTCSTG/#2 |
| Afloat Training Group Engineering Training | AFLOATRAGRULANT ETG/#2 |
| Afloat Training Group Personnel Admin Training | AFLOATRAGRULANT PATG/#2 |
| Airborne Early Warning Atlantic (Includes VAW-120, 121, 123, 124, 125, 126) | COMAEWLANT/#2 |
| Aircraft Intermediate Maintenance Department | AIMD/#2 |
| Air Maintenance Training Group Detachment | NAMTRAGRU DET/#2 |
| Air Technical Data & Eng Serv Cmd | NATEC DET/#2 |
| Air Traffic Coordinating Unit | MATCU/#2 |
| Airwarfare Center Aircraft Div Field Office | NAVAIRWARCENACDIV/#2 |
| American Red Cross | RED CROSS/#2 |
| AMCM Weapons SYS Training School | AMCMWPNSYSTRASCOL/#2 |
| Armed Forces Staff College | AFSC/#2 |
| Army Vet Services | VET SERV/#2 |
| Atlantic Division Facilities Engineering | LANTNAVFACENGCOM/#2 |
| Atlantic Meteorology & Oceanography | NAVLANTMETOCCEN/#2 |
| Atlantic Ordnance Cmd Sewells Point | LANTORDCMD SEWELLS PT DET/#2 |
| Aviation Engineering Service Unit Det | NAESU DET/#2 |
| Aviation Engineering Service Unit LANT | NAESULANT/#2 |

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Aviation Physiology Training Services

APTD/#2

Aviation Specialized Operational
Training Group Atlantic

FASOTRAGRULANT/#2

Branch Medical Clinic Sewells Pt

BRMEDCLINIC Sewells Pt/#2

Bupers Source Data Sys Tra

BUPERS SDS/#2 VIA FLETRACEN

Carderock Division NAVSURFWARCEN

CARDEROCK NAVSURFWARCENDET/#2

Carrier Airborne Early Warning Squadron 78

CARAEWRON 78 (VAW-78)/#2

Carrier Group 2

CARGRU TWO/#2

Carrier Group 4

CARGRU FOUR/#2

Carrier Group 8

CARGRU EIGHT/#2

Center for Tactical Systems Interoperability

NCTSI DET TWO/#2

Chaplains Resource Board

CRB/#2

CNET Management Engineering Team

NAVEDTRAMET/#2 VIA FLETRACEN

Combat Homeport Engineering Team

CHET/#2

Communications Security Material System Det

CMIO/#2

Computer Telecommunications Master Station LANT

NCTAMS LANT/#2

Criminal Investigative Service Field Office

NCISFO/#2

Criminal Investigative Service Reg Forensic Lab

NCIS REGFORLAB/#2

Defense Commissary Store

DEFCOMSTOR/#2

Defense Courier Service Station

DEFCOURIERSVC/#2

Defense Finance and Accounting Service
Hampton Roads

DAO/#2

Defense Printing Service Detachment Off

DPSDO/#2

Defense Transportation Tracking

DTT/#2

Drug & Alcohol Prog Mgt Acty

DAPMA/#2 VIA ARD Norfolk

Environmental & Preventive Medicine Unit 2

NAVENPVNTMEDU TWO/#2

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| | |
|---|---------------------------------|
| Explosive Ordnance Disposal Mobile Unit 2 Det | EODMU TWO DET/#2 |
| Family Housing Center Norfolk | Family Housing Center/#2 |
| Fire & Rescue Site Manager | Fire & Rescue NAVSTA/#2 |
| Fleet Composite Squadron 6 | FLTCOMPRON SIX (VC-6) /#2 |
| Fleet Home Town News Center | FHTNC/#2 |
| Fleet Imaging Center Oceana Detachment | FLTIMAGCENLANT OCEANA DET/#2 |
| Fleet Imaging Command Atlantic | FLTIMAGCOMLANT/#2 |
| Fleet Logistics Support Squadron 40 | FLTLOGSUPPRON 40 (VRC40) /#2 |
| Fleet Logistics Support Squadron 56 | FLTLOGSUPPRON 56 (VRC56) /#2 |
| Fleet Technical Support CTR Atlantic | FTSCLANT/#2 |
| Fleet Training Center | FLETRACEN/#2 |
| Helicopter Combat Support Special Squadron 4 | HELSUPPSPECRON FOUR (HCS-4) /#2 |
| Helicopter Combat Support Squadron 2 | HC-2/#2 |
| Helicopter Combat Support Squadron 6 | HC-6/#2 |
| Helicopter Combat Support Squadron 8 | HC-8/#2 |
| Helicopter Mine Countermeasures Squadron 14 | HM-14/#2 |
| Helicopter Tactical Wing Atlantic | HELTACWINGLANT/#2 |
| Human Resources Office | HRO/#2 |
| Marine Aircraft Group 42 Detachment B | MAG-42 DET B/#2 |
| Marine Security Force Battalion Atlantic | MCSFBNLANT/#2 |
| Measure Operational Control Center | MEASOPCONCEN/#2 |
| Mid Atlantic Calibration Test Lab | MIDLANT CAL LAB/#2 |
| Mid Atlantic Fuel Testing | MIDLANT FUEL TEST/#2 |
| Mid Atlantic Regional Maint Ctr | MIDLANT RMC/#2 VIA SIMA |
| Morale Welfare & Recreation | MWR/#2 |
| National Imagery Mapping | NIMA ATLANTIC/#2 |

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Naval Admin Command Armed Forces Staff College

NAVADMINCOM/#2

Naval Air Force Atlantic Fleet

NAVAIRLANT/#2

Naval Air Reserve Norfolk

NAVAIRES/#2

Naval Air Reserve Recruiting

NAVAIRES RECRUIT/#2

Naval Air Technical Service Facility
QA Division Atlantic

NATSF QA DIVLANT/#2

Naval Air Technical Service Facility
QA Division Atlantic

NATSF QA DIVLANT/#2

Naval Air Terminal

NAVAIRTERM/#2

Naval Air Station Oceana AIRDET Norfolk

NAS OCEANA AIR DET Norfolk/#2

Naval AIRWAFARE ADLKE Voyage Repair

NAWCADLKE/#2

Naval Air Warfare Trasys Div/TSSA

NAWCTSD/TSSA/#2

Naval Aviation Depot JAX Det ISR

NAVAVNDEPOT JAX ISR/#2

Naval Construction Batt Unit 411

CBU-411/#2

Naval Dental Center

NAVDENCEN/#2

Naval Justice School Det Norfolk

NAVJUSTSCOL DET/#2 VIA
FLETRACEN

Naval Legal Service Office Midlant

NAVLEGSVCOFF/#2

Naval Media Ctr Flt Support Det

NAVMEDIACTR FSD Norfolk/#2

Naval Occupational Safety Health &
Environmental Training Center

NAVOSHENVTRACEN/#2

Naval Reserve Officers Training Corps
Hampton Roads

NROTCU HAMPTON ROADS/#2

Naval Safety Center

NAVSAFECEN/#2

Naval Security Group Activity Norfolk

NAVSECGRUACT/#2

Naval Station Norfolk

NAVSTANORVA/#2

Naval Undersea Warfare Ctr Det

NAVSURFWARCEN FEO/#2

Naval Warfare Development Command

NAVWARDEVCMDCOM/#2

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NAVORDCEN IMSD MGMT DET

AMMOLANT/#2

NAVORDCENLANT DIV ESSOLANT

ESSOLANT DET/#2

Navy Environmental Health Center

NAVENVIRHLTHCEN/#2

Navy Exchange Norfolk

NEX NAVBASE/#2

Navy Family Service Center

NFSCNorva/#2

Navy Public Affairs Center

NAVPACEN/#2

Navy Public Works Center

PWC/#2

Navy Recruiting Support Coordinator Norfolk

NAVCRUITSUP COORD/#2

NCTAMS Code 812

NCTAMS 812/#2

NCTAMS LANT Warehouse

NCTAMS Warehouse/#2 VIA NCTAMS

NJROTC Area Manager

NJROTC AREA MANAGER FIVE/#2

Nuclear Regional Main Dept

NRMD NORFOLK/#2 VIA SIMA

Pass & ID

Pass & ID/#2

Personnel Support Activity

PERSUPPACT/#2

Personnel Support Activity Det NAVSTA

PERSUPPDET NAVSTA/#2

Personnel Support Activity Det Sewells Pt

PERSUPP DET Sewells Point/#2

Port Hueneme Div NAVSUREFWARCEN

PHD NSWC Norfolk Det/#2

Public Affairs Tour Center

PAO TourCtr/#2

Regional Supply Logistics

Regional SUPLOG/#2

Reserve Intell Prog Office Area 15

RESINTPROFF-15/#2 VIA NAVAIRES

Reserve Patrol Wing Atlantic

RESPATWINGLANT/#2

RESOLUTE (AFDM-10)

AFDM-10/#2

Resident Officer in Charge Construction

ROICC NORVA/#2 Via LANTDIV

Sewells Point Safety Office

Sewells Point Safety/#2

Sewells Point Police

Sewells Point Police/#2

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Ships Force Work Package Warehouse
Shore Intermediate Maintenance Activity
Shore Patrol
Space & Naval Warfare Systems Ctr
Special Operations Command Atlantic
Station Galley
Submarine Training Facility
Submarine Squadron 6
Submarine Squadron 8
Submarine Squadron Support Unit
Surface Ship Acoustic Analysis Center
3SOPS OLC (USAF)
Tidewater Judicial Circuit
Veterinary Clinic NAVSTA
Transient Personnel Unit
Trial Service Office East

SHIPS FORCE WAREHOUSE/#2
SIMA/#2
Shore Patrol/#2
SPAWAR SYSCTR/#2
SOCLANT/#2
STATION GALLEY/#2
SUBTRAFAC/#2
COMSUBRON 6/#2
COMSUBRON 8/#2
SUBSQDSUPPUNIT/#2
SSAAC/#2 VIA AFLOATRAGRULANT
3SOPS OLC/#2 VIA NCTAMSLANT
NAVMARTRIJUDIC TIDEWATER/#2
VIA NAVLEGSVC
VETCLINIC NAVSTA/#2
TPU/#2 VIA NAVSTA
TRIALSVCOFF EAST/#2 VIA
NAVLEGSVC

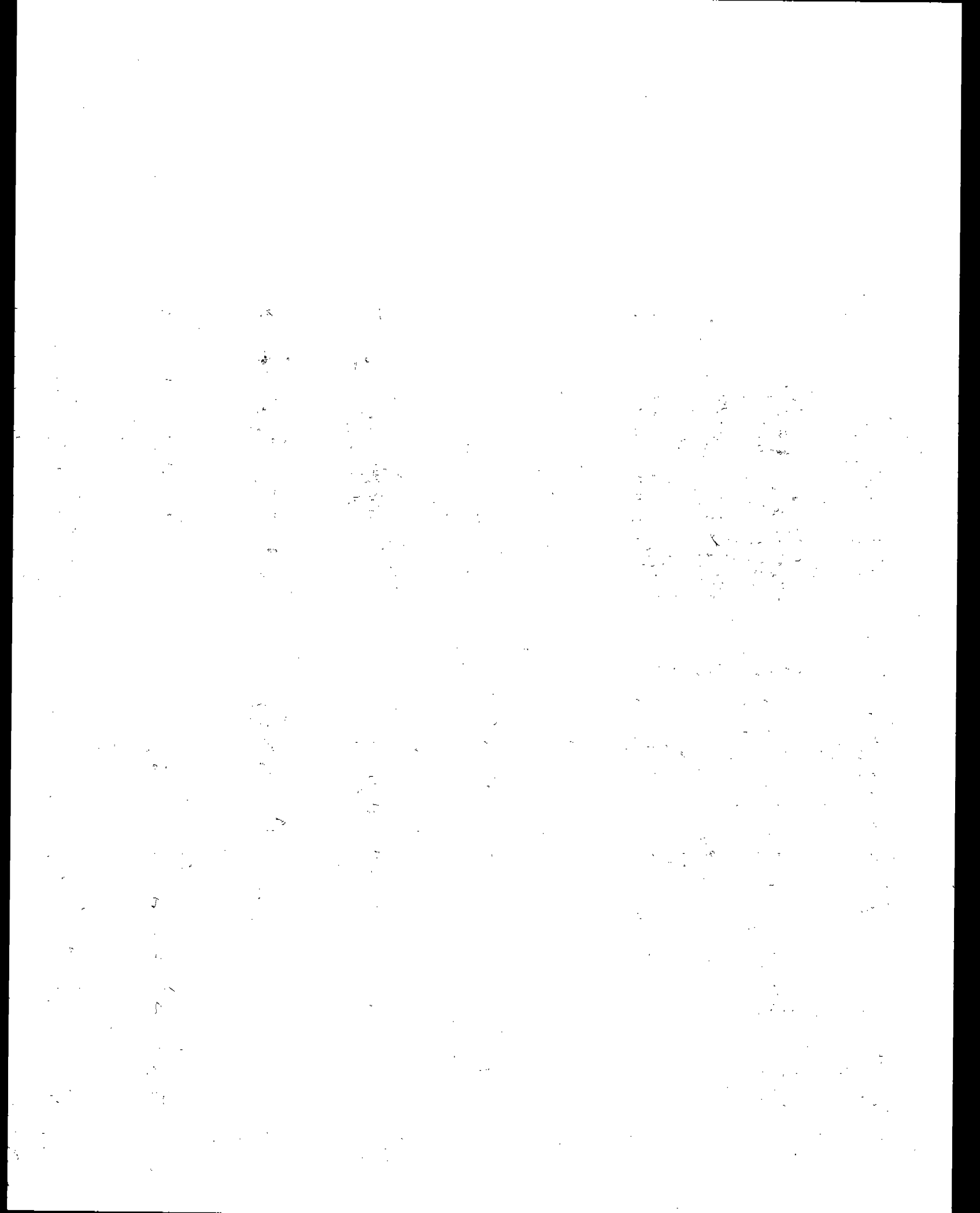
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ROUTE #3
LIST OF ACTIVITIES

ACTIVITIES SERVICEDDISTRIBUTION
SHORT TITLE/ROUTE

| | |
|----------------------------------|------------------------------------|
| Amphibious Group 2 Det | PHIBGRU-2/#3 |
| Cruiser-Destroyer Group-2 | CRUDESGRU-2/#3 |
| Cruiser-Destroyer Group 8 | CRUDESGRU 8/#3 |
| Destroyer Squadron 2 | DESRON 2/#3 |
| Destroyer Squadron 22 | DESRON 22/#3 |
| Destroyer Squadron 26 | DESRON 26/#3 |
| Destroyer Squadron 32 | DESRON 32/#3 |
| Regional Support Group Norfolk | COMREGSUPPGRU/#3 |
| Second Fleet | COMSECONDFLT/#3 |
| Striking Fleet Atlantic | COMSTRIKFLTANT/#3 |
| Surface Warfare Chaplains Center | SURFWARCHAP CTR/#3 VIA DESRON-2 |

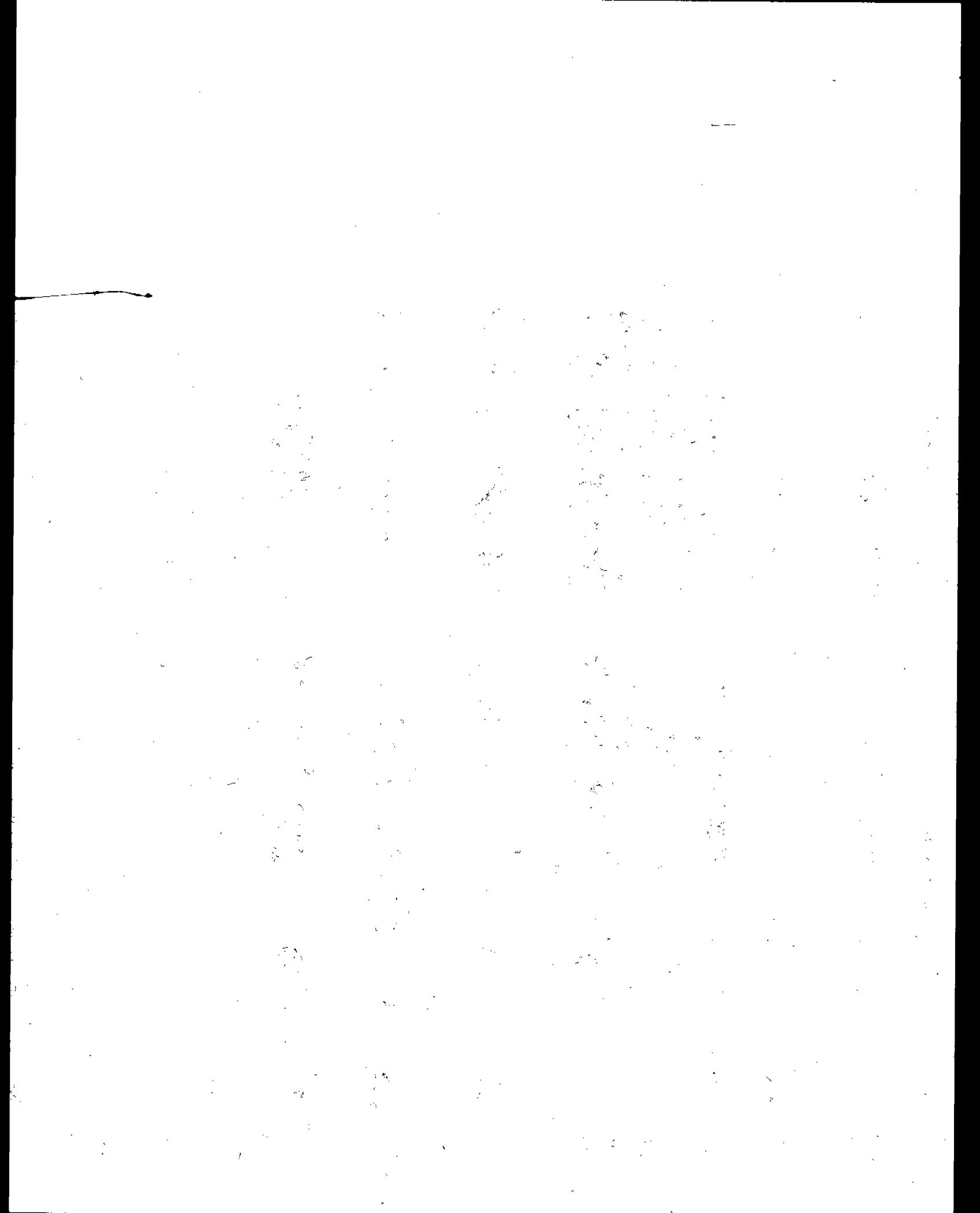
ALL HOMEPORTED SHIPS WHILE PHYSICALLY PRESENT



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ROUTE #3B
LIST OF ACTIVITIES

| <u>ACTIVITIES SERVICED</u> | <u>DISTRIBUTION SHORT TITLE/ROUTE</u> |
|--|---|
| ATAC DLR AGENT | ATAC DLR/#3B |
| Defense Distribution Depot | DDNV/#3B |
| Defense Logistics Agency Representative | DLA/CSAR/#3B |
| Defense Reutilization and Marketing Office | DRMO/#3B |
| Field Examination Group | FLDEXGRP/#3B CLF N41D |
| Fitting Out and Supply Support Assistance Center | FOSSAC/#3B |
| Fleet and Industrial Supply Center | FISC/#3B |
| Food Management Team | NEMT/#3B |
| Information Processing Center | INFOPROCTR/#3B |
| Military Sealift Command Middle Atlantic | MSCMIDLANT/#3B |
| Military Sealift Command Customer Serv | MSCCSU EAST/#3B |
| Military Sealift Command Medical | MSC MEDICAL/#3B |
| Naval Center For Acquisition Training | NAVCTRACQTRAIN/#3B |
| Naval Supply Systems Command Detachment Price Fighters | SUPSYSCOM DET PRICE FIGHTERS/#3B |
| Navy College Office Norfolk | Navy College/#3B |
| Navy Exchange Fleet Operational | NEXCOM REP/#3B |
| Navy Transportation Support Ctr | NAVTRANS/#3B |
| Ocean Terminal | OCEATERM/#3B |
| Personal Property Office | PERSPROP OFFICE/#3B |
| Special Material Supply | SPECMAT/#3B |
| Trident Refit Facility | PMOLANTSSNSUPP/#3B |



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ROUTE #4
LIST OF ACTIVITIESACTIVITIES SERVICEDDISTRIBUTION
SHORT TITLE/ROUTE

| | |
|--|--|
| Afloat Planning System | AOSD LANT/#4 |
| Atlantic Command Cruise Missile Support Activity | USLANTCOM CRUMIS SUPPACTY/#4 |
| Atlantic Fleet Headquarters Support Activity | LANTFLT HEDSUPPACT/#4 |
| Atlantic Intelligence Command | AIC/#4 |
| CINCLANTFLT Intelligence Annex | CLF INTEL ANNEX/#4 |
| Headquarters USACOM | CINCUSACOM/#4 |
| JTASC USACOM | JTASC USACOM/#4 VIA USACOM |
| Marine Corps Exchange | USMC EXCHANGE/#4 |
| NATO Communications Facility | NATO COMMFAC/#4 |
| Naval Security Group Atlantic | NSGLANT/#4 |
| Naval Station Brig | BRIG/#4 |
| Naval Surface Force U.S. Atlantic Fleet | NAVSURFLANT/#4 |
| Navy Exchange (LANTFLT HEDSUPPACT) | NEX LANTFLTHSA/#4 |
| NCTAMS LANT DET Hampton Roads | NCTAMSLANT DET/#4 |
| Operational Test and Evaluation Force | OPTEVFOR/#4 |
| Patrol Wings Atlantic | PATWINGSLANT/#4 |
| Regional Operating Center Atlantic | ROCLANT/#4 |
| Security Department LANTFLT HEDSUPPACT | HSA SECURITY DEPT/#4 VIA LANTFLTHDSUPPACT |
| Submarine Force U.S. Atlantic Fleet | SUBLANT/#4 |
| Supply Department LANTFLT HEDSUPPACT | HSA SUPPLY DEPT/#4 VIA LANTFLTHDSUPPACT |
| Supreme Allied Commander Atlantic | SACLANT/#4 |

COMNAVREGMIDLANT(PM) INST 5218.1

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U.S. Liaison Office, Supreme Allied
Commander Atlantic

USLO SACLANT/#4

U.S. Marine Corps Forces Atlantic

MARFOR/#4

LANTSurface Nuclear Propulsion Mobile
Training Team

SURFNUCPROPMOBTRATM/#4

Task Force Eight Four (CTF 84)

CTF EIGHT FOUR/#4

U.S. Atlantic Fleet

CINCLANTFLT/#4

Western Atlantic Area

CINCPACFLT/#4

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ROUTE #7A
LIST OF ACTIVITIES

| <u>ACTIVITIES SERVICED</u> | <u>DISTRIBUTION</u> <u>SHORT TITLE/ROUTE</u> |
|---|---|
| Addictions Rehabilitation Dept | ARD LCREEK/#7A |
| Amphibious Construction Battalion 2 | PHIBCB 2/#7A |
| Amphibious Group Two | PHIBGRU 2/#7A |
| Amphibious Group Four | PHIBGRU 4/#7A |
| Amphibious Squadron Two | PHIBRON 2/#7A |
| Amphibious Squadron Four | PHIBRON 4/#7A |
| Amphibious Squadron Six | PHIBRON 6/#7A |
| Amphibious Squadron Eight | PHIBRON 8/#7A |
| Assault Craft Unit 2 | ACU 2/#7A |
| Assault Craft Unit 4 | ACU 4/#7A |
| Atlantic Fleet Reserve Career Information Team | LANTFLT NAVRES CARIT/#7A |
| Beachmaster Unit 2 | BMU TWO/#7A |
| Board of Inspection and Survey | INSURV/#7A |
| Board of Inspection and Survey Atlantic | INSURVLANT/#7A |
| Branch Dental Clinic LCREEK | BRDENCLINIC/#7A |
| Branch Medical Clinic LCREEK | BRMEDCLINIC/#7A |
| Campus Education Center | NAVY CAMPUS/#7A |
| CINCLANTFLT Manpower Analysis Team | CLF MANPOWER ANAL/#7A |
| Combined Bachelor Qtrs Little Creek | CBQ LCreek/#7A |
| Combined Services Support Program School | CSSP-A/#7A (FT STORY) |
| Command Chaplain | CMD CHAP/#7A |
| Criminal Investigative Serv Field Office | NCIS/#7A |

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| | |
|---|--------------------------|
| Criminal Investigative Service Com MTT-LANT | NCISCOM MTT-LANT/#7A |
| Criminal Investigative Serv Tech Services Det | NCIS-TECH-SERV/#7A |
| Criminal Investigative Serv Polygraph Site | NCIS POLYGRAPH/#7A |
| Defense Commissary Store Div | DEFCOMSTOR DIV/#7A |
| Defense Commissary Store Little Creek | DEFCOMSTOR/#7A |
| Defense Printing Service Little Creek | DPPSO DET/#7A |
| Diesel Engine Mobile Training Team | ENGMOATM DIESEL/#7A |
| Dynamic (AFDL-6) | AFDL-6/#7A |
| Expeditionary Warfare Train Grp | EWTLANT/#7A |
| Explosive Ordnance Disposal Group 2 | COMEODGRU TWO/#7A |
| Explosive Ordnance Disposal Mobile Unit 10 | EODMU TEN/#7A |
| Explosive Ordnance Disposal Mobile Unit 2 | EODMU TWO/#7A |
| Explosive Ordnance Disposal TRA/Eval Unit 2 | EODTEU TWO/#7A |
| Facilities Support Contracts PWC Little Creek | FSC PWS/#7A |
| Family Advocacy Dept | FAMADVOCACY LCREEK/#7A |
| Fire & Rescue Site Manager | Fire & Rescue LCREEK/#7A |
| Fleet Combat Development/Implementation Team | FCDIT/#7A |
| Fleet Composite Squadron 6 Detachment | VC6 DET/#7A |
| Fleet Information Warfare Ctr | FLTINFOWARCEN/#7A |
| Fleet Surgical Team 2 | FLTSURGTEAM 2/#7A |
| Fleet Surgical Team 4 | FLTSURGTEAM 4/#7A |
| Fleet Surgical Team 6 | FLTSURGTEAM 6/#7A |
| Fleet Surgical Team 8 | FLTSURGTEAM 8/#7A |
| Fleet Training Group Norfolk | FLETRAGRU/#7A |
| Human Resources Office Norfolk Branch | HRO/#7A |
| IUSS Operations Support Center | IUSSOPS SUPPCEN/#7A |

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| | |
|---|-------------------------|
| Logistic Support Facility | IUSSLOG SUPPFAC/#7A |
| Military Sealift Command T-AGOS Unit Atlantic | MSC TAGOS UNIT/#7A |
| Mobile Diving and Salvage Unit 2 | MOBDIVSALV 2/#7A |
| Mobile Inshore Undersea Warfare Unit 206 | MIUWU 206/#7A |
| MWR Dept Little Creek | MWR DEPT/#7A |
| Naval Amphibious Base Little Creek | NAVPHIBASE/#7A |
| Naval and Marine Corps Reserve Readiness Center | NAVMARCORESREDCEN/#7A |
| Naval Audit Service Eastern | NAVAUDSVCSE/#7A |
| Naval Beach Group Two | COMNAVBEACHGRU 2/#7A |
| Naval Construction Battalion Unit 423 | CBU-423/#7A |
| Naval Leader Training Unit | NAVAL LEADTRAUNIT/#7A |
| Naval Special Warfare Center DET Little Creek | NAVSPECWARCEN DET/#7A |
| Naval Special Warfare Group Two | COMNAVSPECWARGRU 2/#7A |
| Navy Band Fleet Support Unit | NAVY BAND/#7A |
| Navy Exchange Little Creek | NEX LCREEK/#7A |
| Navy Family Services Center | FSC CTR/#7A |
| Navy Legal Serv Midlant Branch | NLSO MIDLANT LCREEK/#7A |
| NIS Law Enforcement/Physical Security Team | LEPS TEAM/#7A |
| Occupational Safety and Health | OSHA LCREEK/#7A |
| Patrol Coastal Maint Support Team Two | PATCOAMAIN 2/#7A |
| Patrol Coastal Maint Support Team Four | PATCOAMAIN 4/#7A |
| Patrol Coastal Maint Support Team Six | PATCOAMAIN 6/#7A |
| Patrol Coastal Maint Support Team Eight | PATCOAMAIN 8/#7A |
| Personnel Support Activity Detachment Lcreek | PERSUPPDET/#7A |
| Physical Security Assistance Team | NAVSUREFLANT PSAT/#7A |

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Public Works Center Little Creek Site

PWS/#7A

Receiving Office NAVPHIBASE Little Creek

RECEIV OFF/#7A

Regional Fire & Rescue Mgr

REGFIRE-RESCUE/#7A

Regional Housing Center

REGHOUSINGCTR/#7A

Regional Supply Little Creek

REGSUPPLY LCREEK/#7A

ROICC Little Creek

ROICC/#7A

School of Music

SCHOQL OF MUSIC/#7A

Seal Team 2

SEAL TEAM 2/#7A

Seal Team 4

SEAL TEAM 4/#7A

Seal Team 6

SEAL TEAM 6/#7A

Seal Team 8

SEAL TEAM 8/#7A

Second Naval Construction Brigade

COM SECOND NCB/#7A

Ships Systems Engineering Station

NAVSSSES/#7A

Special Boat Squadron 2

COMSPECBOATRON 2/#7A

Special Boat Unit 20

SPECBOATU 20/#7A

Surface Warfare Development Group

COMSURFWARDEVGRU/#7A

Tactical Air Control Group 2

COMTACGRU 2/#7A

Tactical Air Control SQD 21

VTC 21/#7A

Tactical Air Control SQD 22

VCT 22/#7A

Twenty Second Naval Construction Regiment

22 NCR/#7A

Undersea Surveillance Support Division

IUSS SUPPDIV/#7A

Underwater Construction Team One

UCT ONE/#7A

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ROUTE #7B
LIST OF ACTIVITIES

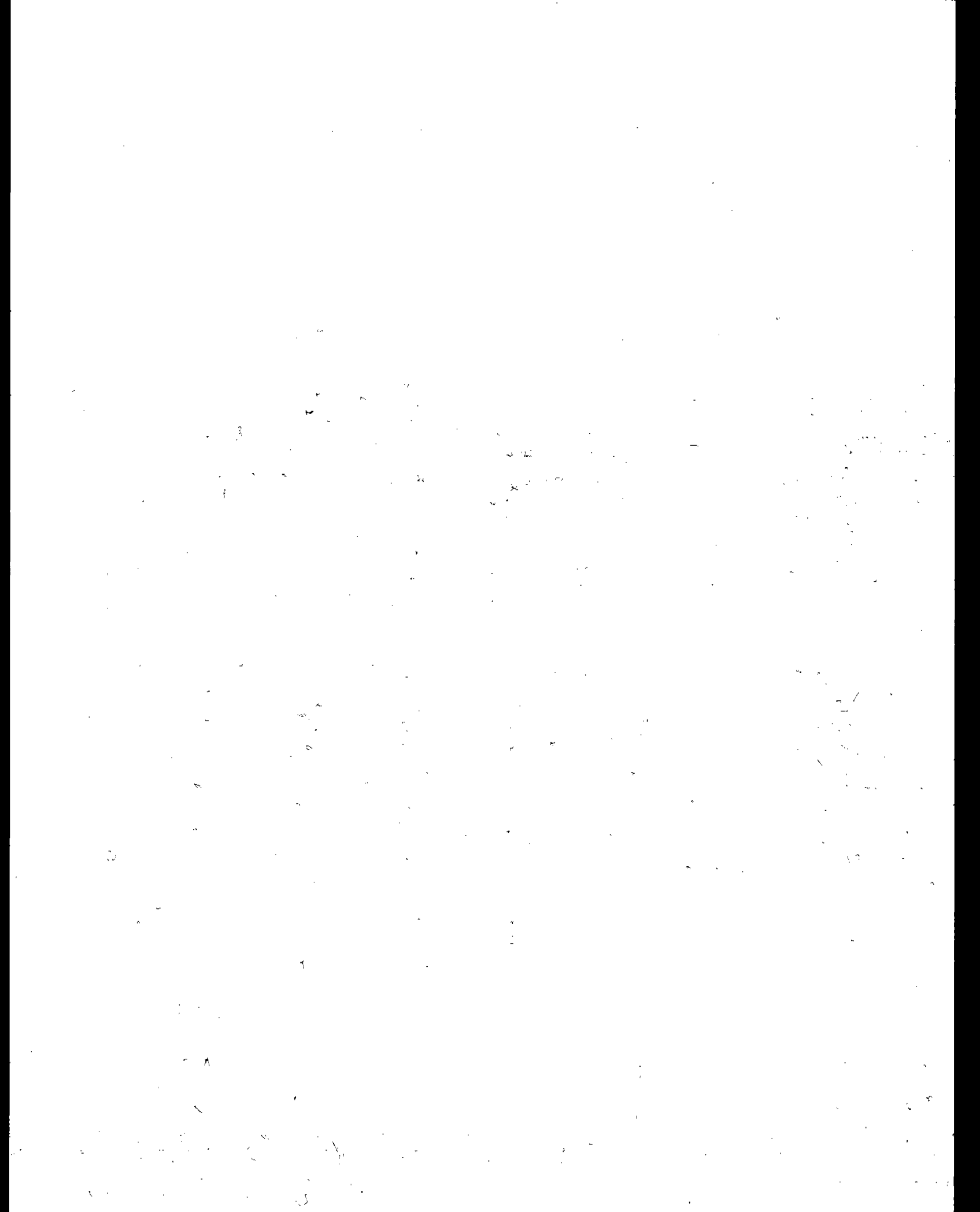
| <u>ACTIVITIES SERVICED</u> | <u>DISTRIBUTION SHORT TITLE/ROUTE</u> |
|--|---|
| Addictions Rehabilitation Dept | ARD OCEANA/#7B |
| Aircraft Intermediate Maint | AIMD #7B |
| Air Ops Oceana | AIROPS/#7B |
| Airfare Ctr Training Sys Det | NAWCTSD OCEANA/7B |
| Airwarfare Ctr Weapons Div | NAWC DET Ocea/#7B |
| Area Control & Surveillance Facility Vacapes | FACSFAC/#7B |
| Atlantic Meteorology & Oceanographic Det | NAVLANTMETOCCEN/#7B |
| Attack Wing Atlantic Flt | COMATWING/#7B |
| Aviation Engineering Service Unit Detachment | NAESUDET/#7B |
| Aviation Specialized Operational TRAGRULANT | FASOTRAGRULANT/#7B |
| Branch Dental Clinic Oceana | BRDENCLINIC/#7B |
| Branch Medical Clinic Oceana | BRMEDCLINIC/#7B |
| Carrier Air Wing 1 | COMCARAIRWING ONE/#7B |
| Carrier Air Wing 3 | COMCARAIRWING THREE/#7B |
| Carrier Air Wing 7 | COMCARAIRWING SEVEN/#7B |
| Carrier Air Wing 8 | COMCARAIRWING EIGHT/#7B |
| Carrier Air Wing 17 | COMCARAIRWING SEVENTEEN/#7B |
| Criminal Investigative Serv Field Office | NCIS OCEANA/#7B |
| Defense Automated Printing Serv | DPSDO OCEANA/#B |
| Defense Commissary Store | DEFKOMSTORE OCEANA/#7B |
| Family Service Ctr Oceana | FAMSERVCTR OCEANA/#7B |
| Fighter Squadron 2 | VF-2/#7B |
| Fighter Squadron 11 | VF-11/#7B |

02 MAY 2000

| | |
|---------------------------------------|-----------------------------|
| Fighter Squadron 14 | VF-14/#7B |
| Fighter Squadron 31 | VF-31/#7B |
| Fighter Squadron 32 | VF-32/#7B |
| Fighter Squadron 41 | VF-41/#7B |
| Fighter Squadron 101 | VF-101/#7B |
| Fighter Squadron 102 | VF-102/#7B |
| Fighter Squadron 103 | VF-103/#7B |
| Fighter Squadron 143 | VF-143/#7B |
| Fighter Squadron 211 | VF-211/#7B |
| Fighter Squadron 213 | VF-213/#7B |
| Fighter Squadron Composite 12 | VFC-12/#7B |
| Fighter Wing Atlantic | COMFITWINGLANT/#7B |
| Fire & Rescue Site Mgr | FIRE & RESCUE OCEANA/#7B |
| Fleet Imaging Center Atlantic Oceana | FLTIMAGCENLANT/#7B |
| Human Resource Office | HRO OCEANA/#7B |
| Landing Signal Officer School | LSO SCHOOL/#7B |
| Naval Air Station Oceana | NAS OCEANA/#7B |
| Naval Aviation Depot JAX ISR Det | NADEP JAX ISR/#7B |
| Naval Construction Battalion Unit 415 | CBU 415/#7B |
| Naval Legal Service Office Detachment | NAVLEGSVCOFF DET OCEANA/#7B |
| Navy Campus Education Ctr | NAVY CAMPUS OCEANA/#7B |
| Navy Reserve Recruiting Command | NAVRESRECRUIT OCEANA/#7B |
| Navy Exchange Oceana | NEX OCEANA/#7B |
| Personnel Support Activity Detachment | PERSUPP DET OCEANA/#7B |
| Public Works Center VA Beach Site | PWS VA BEACH/#7B |

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| | |
|--|---------------------------|
| Regional Supply Office | REGSUPPLY OCEANA/#7B |
| Regional Environmental | REGENVIRONMENTAL/#7B |
| Regional Housing Oceana | REGHOUSING OCEANA/7B |
| Resident Officer In Charge Of Construction | ROICC OCEANA/#7B |
| Security Detachment | NASO Security DET/#7B |
| Specialized Operational Training Gru | NAMTRAGRUDET/#7B |
| Strike Weapons and Tactics School Atlantic | SWATSLANT/#7B |
| Strike Fighter Squadron 34 | STRIKFITRON 34/#7B |
| Strike Fighter Squadron 37 | STRIKFITRON 37/#7B |
| Strike Fighter Squadron 81 | STRIKFITRON 81/#7B |
| Strike Fighter Squadron 106 | STRIKFITRON 106/#7B |
| Strike Fighter Squadron 131 | STRIKFITRON 131/#7B |
| Strike Fighter Squadron 136 | STRIKFITRON 136/#7B |
| Strike Fighter Wing Atlantic | COMSTRIKEFIGWINGLANT/#7B |
| Strike Fighter Weapons School | STRIKEFIGHTWPNSCOLANT/#7B |
| Tactical Aircrew Combat Tran | TACTSFAC OCEANA/#7B |
| Warfare Assessment Station | NAVWARFARE ASMNT/#7B |



~~11~~
02 MAY 2000ROUTE #7C -
LIST OF ACTIVITIES

| <u>ACTIVITIES SERVICED</u> | <u>DISTRIBUTION</u> <u>SHORT TITLE/ROUTE</u> |
|--|---|
| Branch Dental Clinic DN | BRDENCLINIC/#7C |
| Branch Medical Clinic DN | BRMEDCLINIC/#7C |
| Campus Education Center | NAVY CAMPUS/#7C |
| Combined Bachelor Qtrs | CBQ DNeck/#7C |
| Fire & Rescue Site Mgr | Fire & Rescue DNeck/#7C |
| First Lieutenant Dam Neck | 1 st LT DNeck/#7C |
| Fleet Combat Training Center Atlantic | FCTCLANT/#7C |
| Fleet Composite Squadron Six Detachment | FLECOMPRON SIX DET/#7C |
| Galley Dam Neck | Galley DNeck/#7C |
| Morale Welfare & Recreation | MWR DNeck/#7C |
| Naval Ocean Processing Facility | NAVOCEANPROFAC/#7C |
| Naval Special Warfare Development Group | COMNAVSPECWARDEVGRU/#7C |
| Navy Exchange Dam Neck | NEX EXCHANGE DNeck/#7C |
| Navy Family Service Center | NFSC DNeck/#7C |
| Navy/Marine Corps Intelligence Training Center | NMITC/#7C |
| NETPDTC Norva Regional Electronic Media Center | NETPDTC NREMC/#7C |
| Personnel Support Activity Detachment | PERSUPP DET/#7C |
| Public Works Office | PWC DNeck/#7C |
| Regional Safety Dam Neck | REGSAFETY DNeck/#7C |
| Regional Supply Dam Neck | REGSUPPLY DNeck/#7C |
| Site Manager Fire & Rescue | Fire & Rescue DNeck/#7C |
| Surface Warfare Ctr Port Hueneme Div | NSWC PHD DNeck/#7C |
| Tactical Training Group Atlantic | TACTRAGRULANT/#7C |

COMNAVREGMIDLANT (PM) INST 5218.1

02 MAY 2000

Undersea Surveillance U.S. Atlantic Fleet

COMUNDERSEASURVLANT/#7C

02 MAY 2000

ROUTE #7D
LIST OF ACTIVITIES

ACTIVITIES SERVICED

Military Sealift Afloat
Personnel Mgmt Ctr

Military Sealift

DISTRIBUTION
SHORT TITLE/ROUTE

MSC APMC/#7D

MSC NFAF/7D

02 MAY 2000

ROUTE #8A
LIST OF ACTIVITIES

| <u>ACTIVITIES SERVICED</u> | <u>DISTRIBUTION</u> <u>SHORT TITLE/ROUTE</u> |
|--|---|
| Human Resources Office | HRO/#8A |
| Naval Facilities Engineering Command Contracts | NAVFACENGCOM CONTRACTS/#8A |
| Medical Center Supply | NAVMEDCTRSUPPLY/#8A |
| Naval Medical Center | NAVMEDCEN PORTSMOUTH/#8A |
| Naval Medical Info Management Center Det | NAVMEDINFOMGMTCTRDET/#8A |
| Personnel Support Activity Detachment Portsmouth | PERSUPP DET/#8A |
| Resident Officer in Charge of Construction Portsmouth | ROICC PORTSMOUTH/#8A |
| School of Health Services Bethesda Detachment | NSHS BETH DET/#8A |
| Training Systems Center Representative Atlantic | NAVTRASYSCTENREPLANT/#8A |
| Tri-Care Tidewater Office | TRI-CARE/#8A |

02 MAY 2000

ROUTE #8B
LISTING OF ACTIVITIES

| <u>ACTIVITIES SERVICED</u> | <u>DISTRIBUTION</u> <u>SHORT TITLE/ROUTE #</u> |
|--|---|
| AIRWARFARE CTR AIRCRAFT DIV ST JULIENS | AIRWARFARCTR A/C/#8B |
| ATLANTIC FLEET INTEGRATED LOGISTICS Overhaul Activity | FLTILOACT/#8B |
| Base Police | Base Police/#8B |
| Branch Dental Clinic | BRDENCLINIC/#8B |
| Branch Medical Clinic | BRMEDCLINIC/#8B |
| Criminal Investigation Service Team | NCIS/#8B |
| Defense Commissary | DEFCONSTORE NNSY/#8B |
| Defense Finance and Accounting | DFAS/#8B |
| Defense Reutilization Office | DRMO/#8B |
| Destroyer Squadron 18 | DESRON 18/#8B |
| Destroyer Squadron 28 | DESRON 28/#8B |
| Facilities Engineering and Service Center | NAVFACENGCOM SERVCTR/#8B |
| Fire & Rescue Site Mgr | Fire & Rescue NNSY/#8B |
| Fleet and Industrial Supply Center NNSY Annex | FISC ANNEX/#8B |
| Fleet Integrated Logistics Overhaul Team | FLTILOTEAM/#8B |
| Fleet Training Ctr School of Cryogenics | SCHCRYOGENICS/#8B |
| Human Resources Service Center East | HRSC/#8B |
| Interfleet Supply Support Team | ISSOT/#8B |
| Morale Welfare & Recreation | MWR/#8B |
| Naval Criminal Investigation Team | NCIS/#8B |
| NAVSEADET Inactive Ship Maintenance Facility | NAVSEA NISMF/#8B |
| NAVSEADET Navy Inactive Fleet | NAVINACTFLT/#8B |

02 MAY 2000

Navy Exchange

NEX/#8B

Navy Public Works Center

PWC/#8B

Norfolk Naval Shipyard

NNSY/#8B

Personnel Support Activity Det

PERSUPPDET/#8B

Port Operations

PORTOPS/#8B

Officer in Charge of Construction

ROICC/#8B

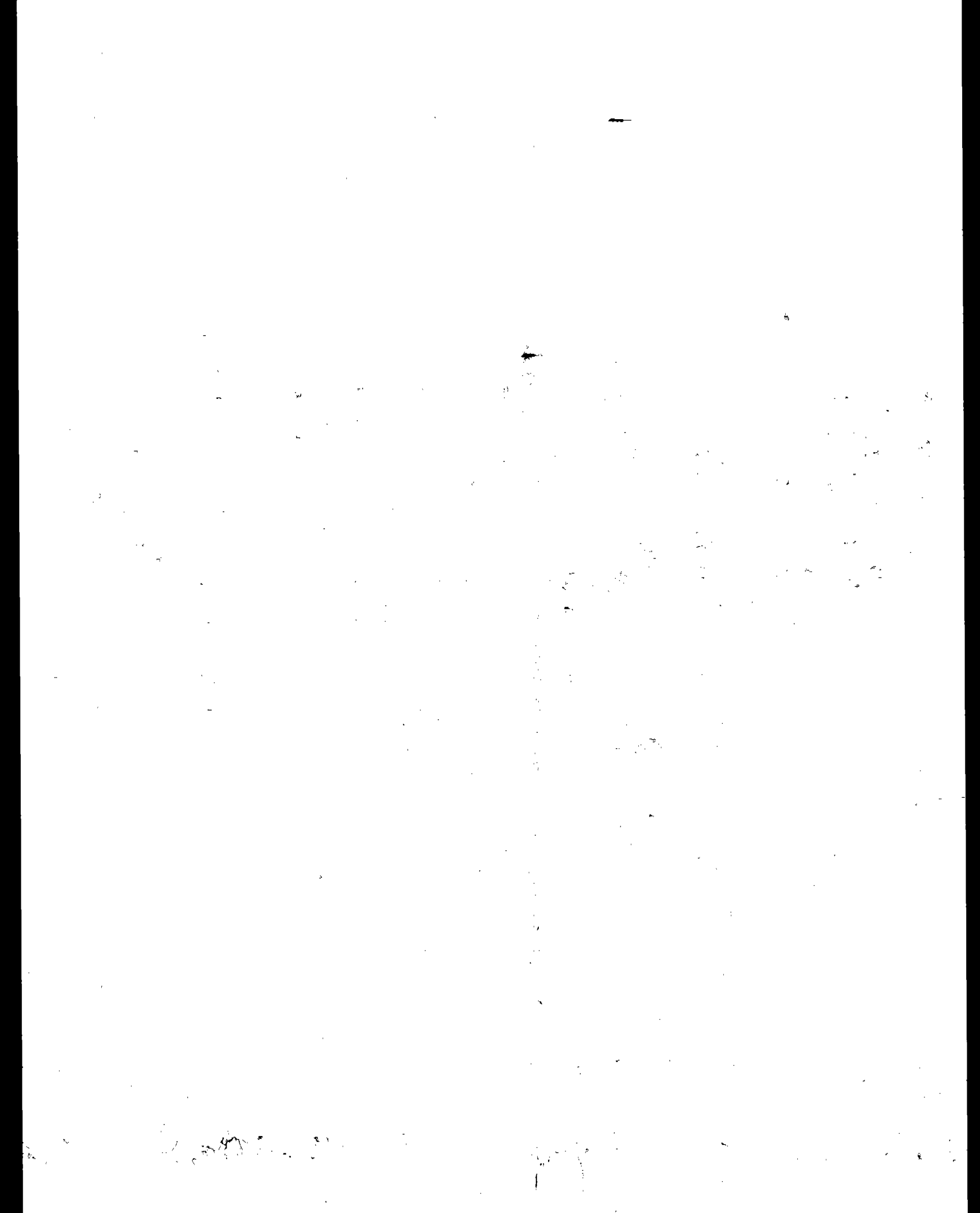
Shore Intermediate Maintenance Activity

SIMA/#8B

02 MAY 2000

Route #8C
LIST OF ACTIVITIES

| <u>ACTIVITIES SERVICED</u> | <u>DISTRIBUTION</u> <u>SHORT TITLE/ROUTE</u> |
|---|---|
| Hampton Roads Naval Museum | HAMPRDS MUSEUM/#8C |
| Healthcare Support Office | HEALTHCARE SUPPO/#8C |
| NAVMEDCEN Health Safety & Environmental | NAVMEDCEN HLTHSAFENV/#8C |
| NAVMEDCEN Life Support | NAVMEDCEN LifeSup/#8C |
| NAVMEDCEN PSY Dept | NAVMEDCEN PsyDept/#8C |
| Navy Region Mid-Atlantic | COMNAVREG MIDLANT/#8C |
| Navy Region Mid Atlantic Supply | NAVREGMIDLANT Supply/#8C |
| Navy Region Mid Atlantic RRSO | RRSO/#8C |

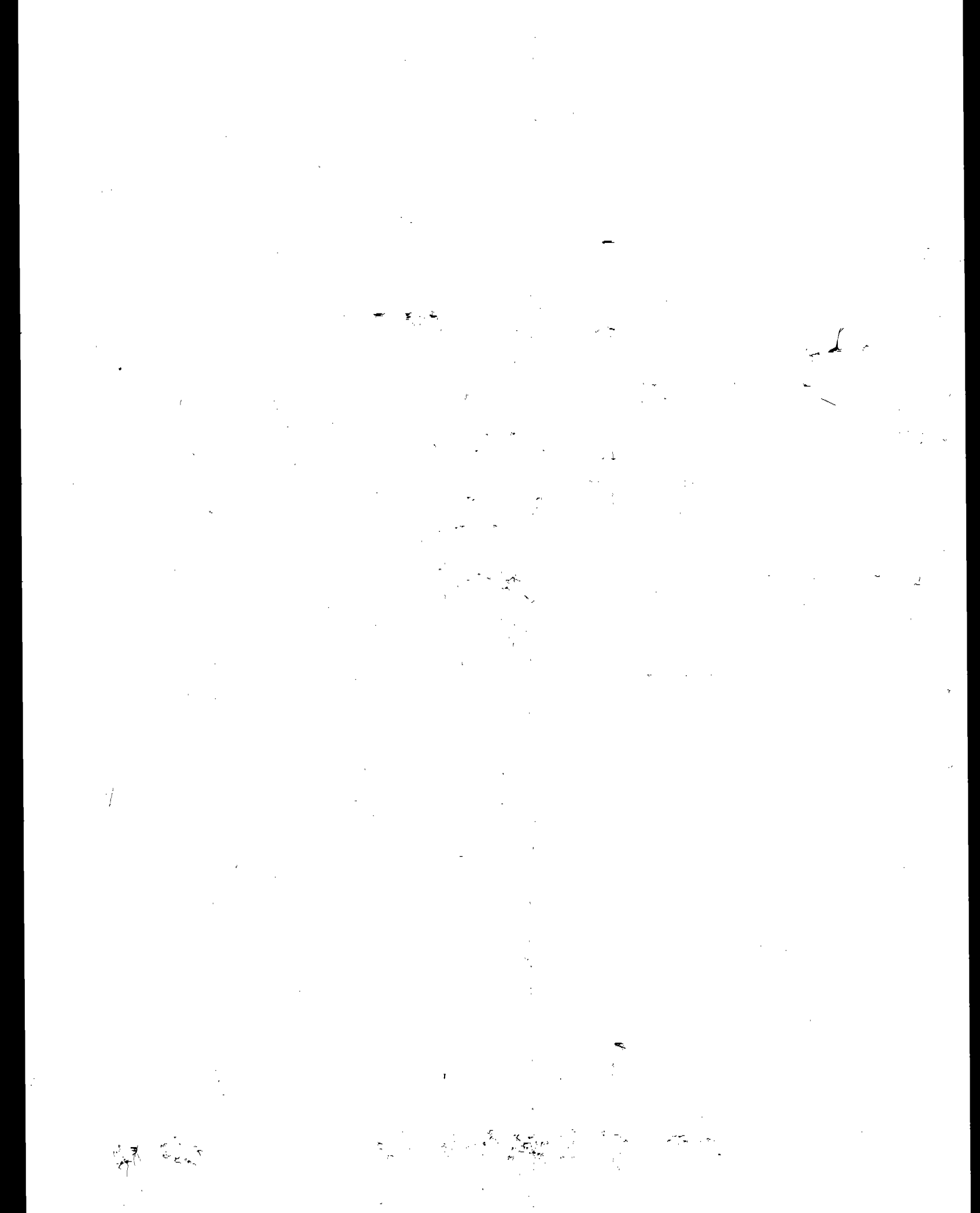


02 MAY 2000

ROUTE #9A
LIST OF ACTIVITIES

ACTIVITIES SERVICEDDISTRIBUTION
SHORT TITLE/ROUTE

| | |
|--|-----------------------|
| Atlantic Ordnance Cmd | LANTORDCOM/#9A |
| Branch Medical Clinic | BRMEDCLINIC/#9A |
| EODMU TWO Det Yorktown | EODMU 2 Det/#9A |
| Fire & Rescue Manager Site | Fire & Rescue YKT/#9A |
| Fleet & Industrial Supply Ctr Det Yorktown | FISC DET/#9A |
| Human Resource Office | HRO/#9A |
| Marine Security Force Company | USMC SECFOR/#9A |
| Mobile Mine Assembly Unit 14 | MOMAU 14/#9A |
| NAVAIRWARCENWPDIV Det | NAWC/#9A |
| Naval Submarine Torpedo Facility | NAVSUBTORPFAC/#9A |
| Naval Surface Warfare Ctr Det | NAVSURWARCTR/#9A |
| Naval Weapons Station Yorktown | NWS YORKTOWN/#9A |
| NAVSEA Det Radioligal Supp Office | RASO/#9A |
| Navy Criminal Investigative Service | NCIS/#9A |
| Navy Exchange | NEX Yorktown/#9A |
| Navy Family Service Center | NFSC Yorktown/#9A |
| Navy Public Works | PWC Yorktown/#9A |
| OPHTHALMIC Support & Training | NAVOPHTHSUPTRAACY/#9A |
| Officer in Charge Construction | ROICC/#9A |
| Personnel Support Act Det | PSD/#9A |
| SPAWARSYS Ctr Charleston Det | SPAWARSYSCEN DET/#9A |



02 MAY 2000

ROUTE #9B
LIST OF ACTIVITIESACTIVITIES SERVICEDDISTRIBUTION
SHORT TITLE/ROUTE

Air Warfare Ctr Weapons Div

AWC Weps Div/#9B

Army Veterinary Service

Army VET/#9B

Defense Reutilization & Marketing

DRMO/#9B

Fire & Rescue Site Manager

Fire & Rescue/#9B

FISC Cheatham Annex

FISC/#9B

Fleet Hospital Support Office

FLEHOSPSUPPOFF/#9B

Naval Expeditionary Logistics Supp For

COMNAVELSF/#9B

Naval Inshore Undersea Warfare Grp 2

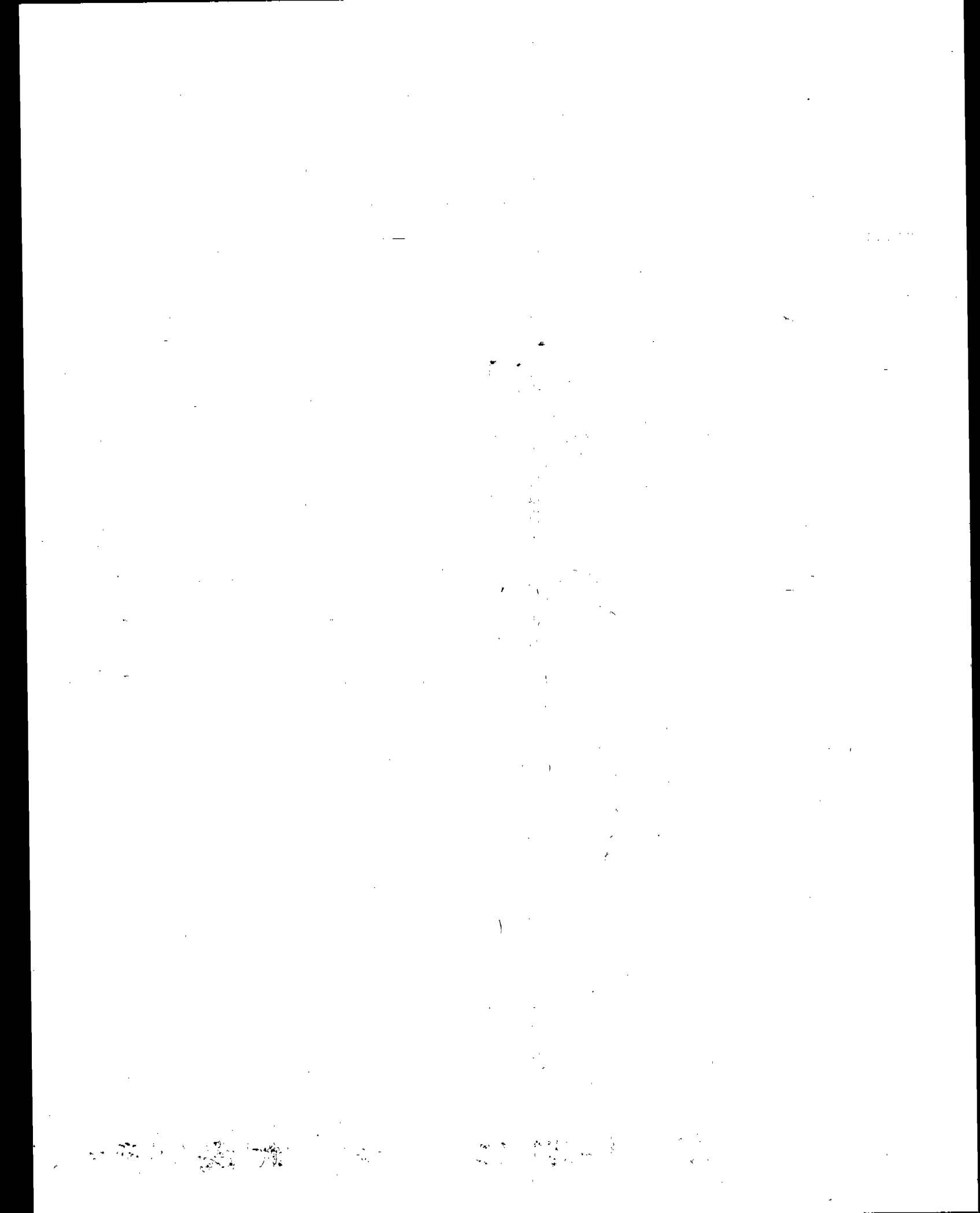
COMNAVIUWGR/#9B

Navseadet Consolidated Stock Pt

NAVSEAMATREP/#9B

Navy Cargo Handling & Support Grp

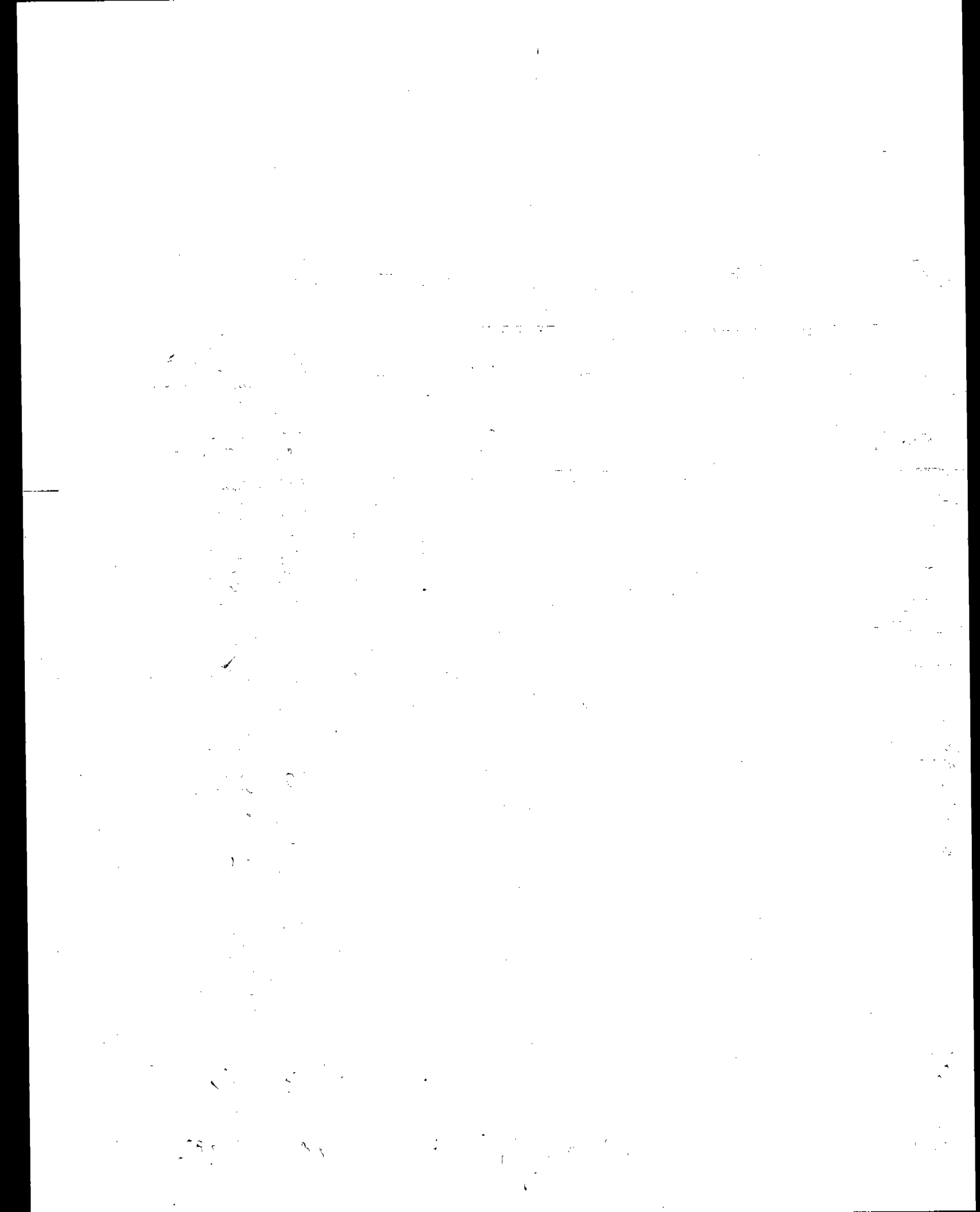
NAVCHAPGRU/#9B



02 MAY 2000

ROUTE #10
LIST OF ACTIVITIESACTIVITIES SERVICEDDISTRIBUTION
SHORT TITLE/ROUTE

| | |
|--|--------------------|
| Branch Dental Clinic | BRDENCLINIC NW/#10 |
| Branch Medical Clinic | BRMEDCLINIC NW/#10 |
| Fleet Combat Training Ctr Detachment ROTH | FCTCLANT ROTH/#10 |
| Fleet Surveillance Support Cmd | FLTSURVSUPPCOM/#10 |
| Marine Corps Security Force Training Ctr | MCSFTC NW/#10 |
| NATO Satellite Ground Terminal | NATC SGT/#10 |
| Navy Exchange | NEX NW/#10 |
| Naval Security Group Activity | NAVSECGRUACT/#10 |
| Personnel Support Activity DET NORTHWEST | PERSUPPDET NW/#10 |
| Satellite Communications Fac | NAVSATCOMFAC/#10 |
| Special Communications Division NCTAMS | SPECOMM DIV/#10 |



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PMR (41 CFR) 101-11.6

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| <u>INCORRECT</u> | STOP | <u>CORRECT</u> | STOP |
| SANDY BLACK PORT OPS BLDG W313 | STOP | NAVSTA, NORFOLK PORT OPS SANDY BLACK | STOP |
| PERSONAL PROPERTY OFFICE SDA 237 | STOP | FISC NORFOLK PERSONAL PROPERTY OFFICE | STOP |
| BOONE CLINIC | STOP | BRMEDCLINIC LCREEK | STOP |
| LARRY DORTON BLDG KBB (DAYTON HALL) | STOP | SEWELLS POINT SAFETY OFFICE LARRY DORTON | STOP |
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